

CANCELLING AN OPNAV INSTRUCTION

Cancelling Directives

Directives cannot be cancelled by issuing authorities subordinate to the signature authority of the directive.

To cancel an instruction because it is superseded by a revision, use the cancellation paragraph in the superseding instruction.

If no supersession, OPNAV instructions are cancelled via an action memo or an OPNAV notice and needs to be processed via the approved tasking system. The action memo or notice is from the originator and sponsor of the instruction; it must include the justification(s) of the cancellation and must be signed (not just initialed) by the appropriate issuing signature authority of the instruction. Once the action memo or notice has been signed, upload an OCR'd PDF of the signed action memo or notice to the tasker, and ensure it is forwarded to DNS-15 in the tasker. DNS-15 will then officially cancel the instruction.

Exhibit A provides the process to cancel an instruction via an action memo. Exhibit B is a sample cancellation action memo. Exhibit C is a sample cancellation OPNAVNOTE 5215.

Please note: Instructions not being superseded and are cancelled via an action memo or a notice must be completely vetted to all the stakeholders of the instruction being cancelled for concurrence, and the required compliance adjudications are received (legal, forms, information collections (reports), etc.) via the tasking system.

Cancelling an OPNAV Instruction

OPNAV INSTRUCTION CANCELLATION PROCESS **VIA ACTION MEMO**

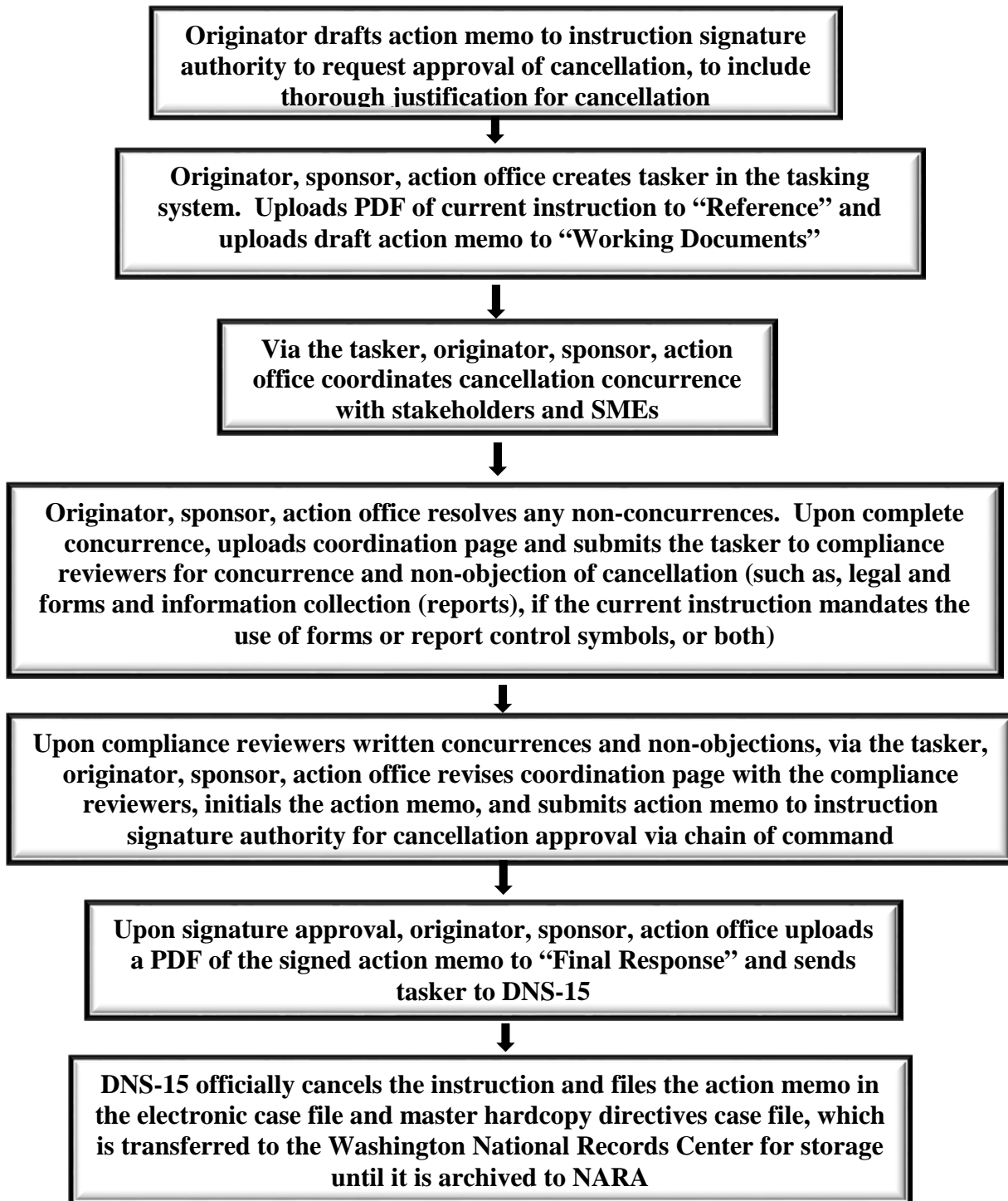


Exhibit A

Cancelling an OPNAV Instruction

ACTION MEMO

24 May 2019

FOR: DEPUTY CHIEF OF NAVAL OPERATIONS, SYSTEMS (CNO N7)

FROM: John B. Doe, Director, Systems Branch (OPNAV N73)

SUBJECT: Cancellation of OPNAVINST 7891.11A

- Request approval for the cancellation of OPNAVINST 7891.11A, Title of Instruction Here (TAB A).
- Give a brief history of the instruction here. Include why the instruction was created and the background of the subject matter the instruction covers.
- Provide explanation as to why the instruction is no longer necessary. Possible reasons include the instruction has served its purpose or is now obsolete. Reasons can include: a board is disestablished, a program has completed its goals, responsibilities are realigned, or subject is now covered by another authority.
- Provide a summary and conclusion for the recommendation for cancellation from originator or sponsor to the signature authority.

RECOMMENDATION: Request signature authority approve cancellation of TAB A by signing below.

Approve _____ Disapprove _____

COORDINATION: The coordination page must include everyone who reviewed and concurred TAB A for cancellation, to include legal.

Attachments:

As stated (All TABs that were referenced in the action memorandum must be included)

Prepared By: LT John Doe, N73, (703) 555-1234 (Full Name, Organization, Phone.
This line is placed on the very last line of the page 1 inch from the bottom)

Exhibit B – Sample Cancellation Action Memorandum

Cancelling an OPNAV Instruction



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

Canc: Jun 2019

OPNAVNOTE 5215
N35/Ser 16U12345
24 May 2019

OPNAV NOTICE 5215

From: Chief of Naval Operations

Subj: CANCELLATION OF OFFICE OF THE CHIEF OF NAVAL OPERATIONS
INSTRUCTIONS

Encl: (1) List of Cancelled OPNAV Instructions

1. Purpose. To publish a list of cancelled Office of the Chief of Naval Operations instructions, per enclosure (1), which, for each instruction, contains the instruction number, subject of instruction, cancellation date, and reason for cancellation.
2. Applicability. This notice applies to all personnel of the U.S. Navy.
3. Action. The instructions listed in enclosure (1) are hereby cancelled. Please cease and desist distribution of these instructions and remove them from publication.
4. Records Management
 - a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy/Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.
 - b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the Department of the Navy/Assistant for Administration, Directives and Records Management Division program office.

I.M. ADMIRAL
Director, Navy Staff

Releasability and distribution:

This notice is cleared for public release and is available electronically only via the Department of the Navy Issuances Web site, <https://www.secnav.navy.mil/doni/default.aspx>

Exhibit C – Sample Cancellation 5215 Notice